



**Draft Meeting Minutes
Wednesday, September 10, 2003
Wisconsin Rapids City Council Chambers**

LRSC MEMBERS PRESENT

Wisconsin Counties Association

Dick Leffler - Florence County
Emmer Shields - Ashland County

Wisconsin Towns Association

Gene Lueck – T. of Bloomer
Norm Faber – T. of Ithaca

League of Wisconsin Municipalities

Dave Waffle – Reedsburg
Dennis Melvin – West Bend
Bill Handlos – Manitowoc

Wisconsin Alliance of Cities

Jeff Mantes for Jeff Polenske - Milwaukee
Paula Vandehey – Appleton
David Botts - Beloit
Rick Jones – Racine

**Regional Planning Commissions/
Metropolitan Planning Organizations**

Walt Raith – ECWRPC
Don Kush – WCWRPC
Bob Beglinger for Ken Yunker - SEWRPC

WisDOT Staff Present

Mary Forlenza
Rod Clark
Scott Bush
Kathryn Andren

Others Present

Mike Hess
Todd Pierce – TDA

LRSC MEMBERS EXCUSED

Chet Zurawik - Milwaukee County
Bill Beil, Jr. - Abbottsford
Ed Brown – Juneau County
Arlyn Helm – T. of Springbrook

Opening Business (Don Kush, Mary Forlenza)

Don Kush called the meeting to order at 10:00 a.m. Mary Forlenza took roll call. Minutes from July 9, 2003 were reviewed and accepted as written.

Dave Botts, Director of Public Works with the City of Beloit, was welcomed as the newest member of the Local Roads & Streets Council, representing the Wisconsin Alliance of Cities (WAC).

Congratulations were shared with Dennis Melvin for the recent award he received from the International City and County Management Association in acknowledgment of his personal efforts to provide technical assistance in improving municipal management and service delivery through partnership between West Bend and Pazardjik, Bulgaria. Dennis thanked the State of Wisconsin and the City of West Bend for the donated books, computers, and clothing that will be used to help in reforming a society in need. His experience was satisfying, and he hopes that he can return to Bulgaria in the future.

Local Roads & Streets Council Membership Handbook (Don, Mary, & Dave Waffle)

The new LRSC Membership Handbooks were presented to each LRSC member. Designed to provide members access to often-referenced documents such as the LRSC Contact List, Council Agendas, Minutes and past presentations for the year, the handbooks also provide extra space for Committee information and other LRSC-related documents.

2004 Meeting Schedule (Don, Mary, & Dave Waffle)

Don started the conversation by stressing the expectation and critical importance of Council members attending Council meetings in their entirety. The group raised and debated numerous suggestions regarding day, time, and frequency of the meetings.

A majority of members voted to move the 2004 LRSC meetings to fourth Thursdays (with exceptions if required), and to continue with the current schedule of six meetings annually (one every other month). Meetings will begin at 9:00 am instead of the customary 10:00 am, with the intention of ending earlier. It was also recognized the earlier start time may require several members to come the previous night. WisDOT will check on availability of the City Council chambers for 2004, and forward a 2004 LRSC meeting calendar for final Council approval in November.

SCOLPS Update (Rod Clark)

Rod provided context for the SCOLP effort by tying it to the goals of the Council's Delivery Cost Study Group – to identify ways to reduce the cost and the delivery time of the engineering, design and construction phases of projects.

From there, Rod quickly chronicled the SCOLPS effort and approach to further analyze the various issues, their recommendations and progress to date:

Develop a tiered project approach, using 3 sub-committees for implementation:

- Pre PS&E recommendations;

- PS&E to Let recommendations;
- Construction contract administration
 - Limited amount of SCOLPS assistance
 - Monitor development over 2 years
 - Monthly PS&E schedule LPA (Local Public Agency) Process Certification
- Pre-PS&E certification
- Post-PS&E certification; these steps should be completed before moving forward
- Facilities Development Process
 - Traffic, Forecast and accident history
 - Project Scoping
 - Develop a tiered approach to the Pavement Design and guidelines used for local projects
- Other Recommendations
 - Include local input prior to WisDOT updating chapters in the Facilities Development Manual
- Consultant Issues
 - Expanded Chapter 8 of the FDM (Facilities Development Manual)
 - Decrease the amount of time required to get consultant contracts approved.
- Environmental Process
 - Statewide Environmental meeting in March
 - Wetland mitigation
 - Standard erosion control plan
 - Comprehensive State-bridge preservation
 - Local Road Checklist
- WisDOT Review
 - “Bidability” and “buildability”

Consistency Issues

- Managing the local program
 - Application of service-model; standardizing of activities
 - Full implementation by 2004
 - Maintain District flexibility in *how* service is provided

Secondary Issues

- Continuing education

Rod indicated that once the requirements of the Local Let Process were clearly outlined, local governments were not as excited about the concept. For example, the need to create a largely new procedure to ensure that all of the Federal requirements have been met. The elements of the state let process have been carefully reviewed and the group has been able to either conclude that we can't change it, or have realized that there are other ways of process improvement/simplification that will resolve it.

Mary called attention to the work the REAL Committee has contributed regarding the Local Roads Environmental Checklist, and credited the Council and the REAL committee for leading the work in this area and keeping SCOLPS informed of progress.

The next SCOLPS meeting is scheduled for early December.

TDA Annual Meeting (Todd Pierce) The annual TDA meeting is scheduled to take place October 16th, 2003. All who are interested in Transportation Finance are welcome to come and share their ideas. Governor Doyle has been invited and Kevin Soucie will be presenting at the meeting. A quick show of hands indicated several Council members were planning to attend.

REAL Committee & DNR (Emmer Shields) The shared goal of streamlining the approval process between DOT and DNR is still underway. With growing public interest in transportation projects, and the State budget deficit, the importance of an efficient process grows.

- “Single Point of Contact” (SPOC): DNR will select an individual to serve as a liaison/facilitator, and will be made available to DOT for discussion of the transportation projects. DNR would be able to sign-off on these projects quicker, reducing the processing time.
- Condensing Regulatory Areas Into a Single Program: this would allow the use of a single form; also a single approval.
 - Is project tiering necessary
 - Pre-scoping
 - End ‘Trans 207’; which currently dictates the level of involvement of WisDOT, who does not currently have adequate resources.
 - Get away from “work projects”, what would it take?
 - Staff & resources (funds)
- Wetlands Mitigation Issue is important to transportation; there are 170,000 acres of wetlands in Ashland County alone, and other similar counties in the state.
 - Those involved would educate others
 - Would need a “Conflict Resolution Process”

2005-2007 Local Improvement Program Status (Mary)

- **Automation Benefits**
 - Statewide consistency in service
 - Ability to provide key information to locals quickly and accurately
 - Program efficiencies
 - Minimize errors
 - Minimize amount of staff
- **Automation Challenges**
 - Establish a baseline for STP Urban, Rural, and Local Bridge Programs
 - Historical management of local projects, different than state projects
 - Existing FIIPS data-architecture
 - Implementation of 2000 Census changes
 - BTLR program and data resources

- **2005-07 Program Status**

- FIIPS staff gone as of 8/30/03
- FIIPS consultant teamwork completed
- Ranking & approval of 03'-05' STP Urban Program
- Preparing to run 2005-07 STP Urban

Goal: Approved Projects lists for all 3 programs to the Districts by 10/10/03.

Mary provided the update on the status of 2005-2007 local federal improvement program analysis and approvals.

Extensive time has been spent with district staff over the summer to ensure that the data is strong and solid. Cleaning up data for the Urban program and setting mechanisms into place so the data can't be corrupted again has been an ongoing challenge, but we are currently ready to run the data into FIIPS. Providing there are no programming glitches WisDOT will run the Rural and Bridge programs after that.

Staff and resource shortages were discussed concerning the automation process; with only 2 programmers left to implement the FIIPS application, much of the work for the Local Improvement Program Automation is being completed by WisDOT staff. Steve Coons couldn't be here today largely because he is working on the data for entry into FIIPS.

The ranking and approval of the STP-Urban program is completed; STP-U is approved first to provide MPO's time to get the approved projects into their Transportation Improvement Programs (TIPs). Urban is the most complicated program to automate due to the frequency of locally shared entitlement/priorities among urban counties and municipalities. STP-Rural and Bridge are much more straightforward and are anticipated to move quickly.

Taking Stock (Don Kush)

On July 20, 2003, Don Kush, Dave Waffle and Mary Forlenza met to discuss several Council-related topics such as topics for the upcoming calendar year, the 9/30/03 meeting with DTIM administrators and other related administrative issues.

Bill asked about long-term funding plans, what is the Secretary conceptualizing? Don responded by explaining that once the dust settles in terms of the Budget, we will all have better direction on the things we should be focusing on. In the meanwhile, urbanized areas are growing (shifting-out) of their population categories; miles and miles of new urban roads are being built- there are many reasons a re-evaluation of funding and policies should be done. Don reminded the group that we *do* work under the discretion of the Secretary, and can only undertake so many issues. There has to be streamlining if we are to keep the organization focused.

Don expressed the expectation that all Council members actively take part in at least one Committee. He told the group that the Membership Handbooks would help the new

members to identify what committees are currently available and what each of their purposes are.

Council members are encouraged to take an active role- we want a diverse group with various backgrounds and knowledge to contribute to the committees. When people have gotten settled into the committee of their choice, they then need to formulate a work-program, a schedule and tasks for the coming calendar year.

WisDOT will provide a current status of all Committees at the November Council meeting.

Meeting with DTIM Management & Transportation Secretary

LRSC leadership is scheduled to meet with Division of Transportation Investment Management (DTIM) administrator Mark Wolfram and deputy administrator Ken Leonard on September 30th to discuss present and potential issues and concerns, and provide an opportunity for Mark and Ken to develop a relationship with the Council leadership and its issues. The same group will meet with secretary Frank Busalacchi, deputy secretary Ruben Anthony and executive assistant Randy Romanski on November 18th.

Education & Communication (Dave Waffle & Mary Forlenza)

- Paserware v3.0 is not yet ready, although the target date for completion might come late this fall. Pavement ratings from locals are due by December 15, 2003.
- LRIP District training on the upcoming 2004-05 cycle is almost complete.

Scott mentioned that communities would be required to submit their 2004-05 LRIP applications using the On/At geographic location system. The On/At system replaces the From/To system and will provide the ability to map projects in GIS along with linking to data in the Wisconsin Information System for Local Roads (WISLR). He also said that the WISLR manual is available on WisDOT's web page and commissioners were being made aware of that.

WisDOT's Data Management Section will be providing WISLR training, as well as answering questions about the Paserware software. As the implementation date for WISLR draws near, there will be an on-line WISLR tutorial available for users. There was significant discussion by the Council around Paserware v3.0 not being ready for use with the Pavement Rating inventory. Don suggested that communities should go ahead and use the Excel spreadsheet for the pavement rating data. Bill Handlos and others expressed their frustration, and the suggestion was made that since it appears Paserware will not be ready, WisDOT could be pro-actively sending out spreadsheets to communities, rather than waiting for locals to request them. This information was shared with Joe Nestler and his team, and implemented.

Fall LRSC Newsletter (Mary)

Due primarily to WisDOT resource issues, there was no LRSC Summer Newsletter. However, development of a Fall Newsletter is underway.

Closing Business

Potential items for the November 5, 2003 agenda:

- 2004 LRSC/Committee scheduling
- Results on meeting with DTIM administrators, issues for November meeting with Secretary Busalacchi
- Address the Federal Funding issue: the current bill expires at the end of September
- Update on Pavement Rating Reports/implementation of Paserware
- Progress on WISLR - Mary will talk with Joe Nestler and WisDOT will provide a recap at the next LRSC Meeting

Meeting was adjourned at 3:00 p.m.